

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

**Section 4.** The following provisions shall govern the eligibility of individuals to be officers in MCCPTA:

- a. Each officer shall be a member of a local PTA within the area of this PTA council.
- b. The president, vice president for educational issues, vice president for administration, vice president for programs, and vice president for advocacy shall have served at least one (1) full year on a local PTA board of directors and one (1) full year on the council board of directors.
- c. The recording secretary for delegate assemblies, recording secretary for board of directors meetings, and treasurer shall have served at least one (1) full year on a local PTA board of directors or one (1) full year on the council board of directors.

## **ARTICLE VII: DUTIES OF OFFICERS**

### **Section 1. President**

The president shall:

- a. preside at all meetings of MCCPTA, its Board of Directors, and its Executive Committee;
- b. serve as an ex-officio member of all committees except the nominating committee;
- c. help to extend PTA work into all parts of Montgomery County, keeping it in harmony with the State plan;
- d. be a member of the Maryland PTA Board of Directors and attend its meetings as provided in the Maryland PTA bylaws and standing rules;
- e. represent MCCPTA in meeting with Montgomery County and Montgomery County Public Schools officials;
- f. coordinate the work of the officers, area vice presidents, cluster coordinators, and committee chairmen in order to promote the purposes of MCCPTA;
- g. be an approved signatory on all orders of the treasure of the council; and h. perform such other duties as he/she may be assigned by the Board of Directors.

### **Section 2. Vice-Presidents**

- a. The vice-president for educational issues shall preside in the absence of the president; shall serve as an aide to the president in coordinating the work of the education and policy related committees; shall notify chairmen of the committees of their appointments; and shall perform such other duties as he/she may be assigned by the Board of Directors.
- b. The vice president for administration shall preside in the absence of the president and the vice president for educational issues; shall serve as an aide to the president by coordinating the work of the area vice presidents and cluster coordinators and coordinating the work of the committees related to local PTA effectiveness; shall submit to the delegates for election a nominating committee slate and shall convene the elected nominating committee; shall assure that each area/cluster nominating committee is convened by February 1 and, if needed, shall reconvene the nominating committee to fill a vacancy in office; and shall perform such other duties as may be assigned.
- c. The vice president for programs shall preside in the absence of the president, the vice president for educational issues, and the vice president for administration; shall serve as an aide to the president in planning MCCPTA meetings, workshops, special events; and shall perform such other duties as may be assigned.

d. The vice president for advocacy shall preside in the absence of the president, the vice president for educational issues, the vice president for administration, and the vice president for programs; shall serve as an aide to the president in supporting the legislative and advocacy work of the council; and shall perform such other duties as may be assigned.

### Section 3. Secretaries

a. The recording secretary for delegate assemblies shall record and maintain the minutes of all delegate assemblies, shall act as board of directors recording secretary in the absence of the recording secretary for the board of directors, and shall perform such other duties as may be assigned.

b. The recording secretary for board of directors meetings shall record and maintain the minutes of all board of directors meetings, and shall act as recording secretary for delegate assemblies in the absence of the recording secretary for delegate assemblies. The recording secretary for board of directors meetings shall also hold and preserve the essential documents of the association such as the Charter of MCCPTA, the Articles of Incorporation, Certification of Non-profit Status and current Bylaws and shall perform such other duties as may be assigned.

### Section 4. Treasurer

The treasurer shall:

- a. Have custody of the funds of MCCPTA;
- b. Maintain a full account of the funds of this council PTA;
- c. Make disbursements in accordance with the budget adopted by this council PTA;
- d. Keep a full and accurate account of the receipts and disbursements in the books of this council;
- #e. Have checks or vouchers signed by two people – the treasurer and one other authorized officer;
- f. Provide a written financial statement to the board of directors and delegate assembly at every meeting;
- g. Prepare and submit an annual financial report at the end of the fiscal year;
- #h. Submit the books annually for a financial review;
- h.1. Submit the books annually for an audit to an auditor or an auditing committee approved by the Board of Directors annually during the month of July;
- #i. Report the findings of the annual financial review to the board of directors and submits a copy to Maryland PTA within 90 days of the close of the fiscal year;
- j. Perform such other duties as may be assigned;
- k. Be responsible for preparing and filing all necessary tax forms; and
- l. Submit a proposed annual budget prepared in consultation with the MCCPTA budget committee to the Board of Directors and the membership for approval.
- m. Review bank statements monthly with the president.